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HANDLE VIA TALENT-KEYHOLE-COMINT CONTROL SYSTEMS JOINTLY

Special Center Notice   TCS-3387-64
No. 8-64   Copy 102 of 200
                                               8 June 1964

                                               SECURITY

CONTROL OF TALENT-KEYHOLE DOCUMENTS

1. This notice, effective 15 June 1964, concerns certain changes in the handling of TALENT and TALENT-KEYHOLE reports and memoranda. It supersedes paragraph 8. of Special Center Notice No. 2-63 and changes the wording of the control channel caveat in paragraph 5.b. of Special Center Notice 6-64. Other Special Center Notices are not affected.

2. Document Reference Numbers. TALENT and TALENT-KEYHOLE reports and memoranda must have "TCS" reference numbers (example: TCS-8593-64). TALENT or TALENT-KEYHOLE information combined with COMINT also must carry TCS reference numbers. No suffix letters are needed. /Formerly an SC number with T or KH suffix was used. The recommended position for a reference number is the upper right corner of the page. TCS numbers are obtained singly, or in blocks, from OCI Registration, telephone 8584 (gray) or 1359 (red).

3. Copy numbers. Copy numbers are required, the recommended practice being "copy __ of __" just below the TCS reference number.

4. Cover Sheets and Covers. Cover sheets or covers are required. They must be marked to show clearly, and in the order listed, the control(s) to which the documents are subject: TALENT, TALENT-KEYHOLE, or combinations with COMINT. Standard cover sheets, which also may be used as routing sheets, may be obtained from the Chief, Publication Support, OCI, Room 7F21, telephone 8542 (gray) or 9395 (red) or in his absence, the OCI Intelligence Information Staff, Room 7G17, telephone 8375 (gray) or 1306 (red). The use of standard cover sheets is preferred.

The wording on other cover sheets and on covers should conform substantially to the wording on the standard cover sheets and appropriate hash-marked borders should be used.

5. Signatures on Cover Sheets. Inside the Special Center those persons reading TALENT or TALENT-KEYHOLE documents normally need not sign the cover sheets.

6. Document Pages.

a. The control system(s) instructions "HANDLE VIA /TALENT, TALENT-KEYHOLE, or combinations with COMINT/ Control System(s) Jointly" should be printed, rubber-stamped, or typed on each page of a report or memorandum.

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6. <u>Document Pages</u>. (Continued)

b. The order of codewords printed or rubber stamped on the pages of reports and memoranda should conform to the changed order of control systems (example: TOP SECRET ███ RUFF DINAR). Rubber stamps of combined codewords in the old order may continue to be used until new ones are issued.

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7. <u>Rubber Stamps</u>. Rubber stamps for the various control instructions and codewords may be obtained from the Special Center Security Staff, Room 3F24, Telephone 8200 (gray) or 1048 (red).

8. <u>Dispatch Outside the Special Center</u>. TALENT-KEYHOLE or combined codeword reports, memoranda or other materials to be sent outside the Special Center normally are given to OCI Registration Branch, Room 7G15 for logging, wrapping and dispatch.

Double envelopes or double wrappings should be used for deliveries in the Washington Area by approved courier systems. The inner envelope or wrapping will be marked with the control system(s) instructions, the classification without codewords, and the address. The outer envelope or wrapping will be marked with the address and with large block letters (T for TALENT, K for KEYHOLE, C for COMINT--to indicate the contents) in the upper right hand corner, and with the package number.

When TALENT-KEYHOLE or combined codeword materials are sent out of the Washington Area, an additional outer envelope or wrapping will be used, marked only with the address and package number.

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Chief, Special Intelligence Staff, DD/I

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